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ABSTRACT

Sample materials drawn from the Allegheny Conference Education Fund's small grants for teachers program in Pittsburgh, Pennsylvania are provided. The program is described as one which provides small grants (approximately $500) to help teachers explore new techniques and develop innovative educational projects. Materials used to publicize the program, to communicate with applying teachers, and to brief and guide the grant review committee are included with the intent of helping others to start similar programs. Informational brochures, a press release, numerous sample letters, and examples of the types of projects funded are among the materials provided. (EM)

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Small Grants for Teachers:
Program Materials

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on Community Development
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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In this folder, you'll find sample materials drawn from the Allegheny Conference's small grant program in Pittsburgh, Pennsylvania. Along with Small Grants for Teachers: A Handbook, they should prove helpful in starting a program of your own.

The folder includes materials used to publicize the program, to communicate with teachers and to brief the Grant Review Committee. (See enclosed list of contents.) In the long run, however, it's staffing, not materials, that really makes the program work. So, finding the right person to coordinate your program should be one of your highest priorities.

The program coordinator's time or salary could be donated by a foundation or civic organization. The job could be filled by a loaned-executive or by an exceptionally capable volunteer. But, whatever arrangements you make, selection of the program coordinator isn't the place to settle for a merely adequate applicant.

The coordinator will have prime responsibility for publicizing and explaining as well as managing the program. This calls for enthusiasm and strong communications skills in addition to the ability to oversee administrative details and to work with teachers.

On behalf of the Allegheny Conference, we wish you success in starting your small grant program. We have found ours to be as rewarding as it has been effective. If we can be of any further help, please feel free to call.

Best wishes,

David Bergholz
Assistant Executive Director

Jane C. Burger
Project Director

/dc

SMALL GRANT PROGRAM MATERIALS

For Publicity

1) "Mini-Grants for Teachers" -- an informational brochure for teachers.
2) "The Mini-Grant Program" -- an informational brochure for fundraising use and for the general public. (This kind of brochure can publicize the success of your program once it has been in operation for a while.)
3) Sample poster.
4) "The Reporter" -- sample issue of the school district's employee newsletter, an important vehicle for informing teachers about the program and upcoming deadlines.
5) Press release announcing grant award recipients, with attached list of winners.
6) Letter to school board members announcing award recipients.
7) Letter to principals announcing award recipients.

For Teachers

1) Initial letter -- "Guidelines and Application Form."
2) Sample letter -- "Application Received."
3) Sample letter -- "Missed Deadline."
4) Sample letter -- "Application Denied."
5) Sample letter -- "Application Accepted." (Two copies of this letter are sent to funded teachers, one for their records and one to be signed and returned. A third copy is submitted to the school district's personnel office for placement in the teacher's permanent file.)
6) Sample letter -- "Check Enclosed."
7) Expense form -- to be sent with the grant award check.
8) Sample letter -- "Request for Progress Report."
9) Sample letter -- "Final Report Due."
10) Sample letter -- "Thanks for Final Report."

For Review Committee

1) Sample page -- grant application capsule descriptions. (Capsule descriptions of all current grant applications are distributed to committee members in advance of the grant review meeting.)
2) Sample agenda -- suggests the kind of summaries that help committee members balance grant awards, judge new interest in the program and spot current trends.
3) Another summary sheet -- designed to help committee members balance awards among schools and encourage new applications.
4) Sample page -- "Applications and Grants By School." (This kind of running summary should be kept and updated by the program coordinator.)
5) Invitation memo -- suggests opportunities of which committee members should be made aware.

How to Apply

The Mini-Grant application form is short and easy to complete. Forms are available from your principal, or from the Board's Information Services Office (622-3511).

Who is Eligible?

Any teacher in the elementary, middle, and high schools of the Pittsburgh Public Schools is encouraged to apply for a Mini-Grant.

Pittsburgh Public Schools
Office of Information Services
341 S. Bellefield Ave., Room 4
Pittsburgh, PA 15213

Mini-Grants For Teachers

A program designed to provide small grants to help teachers explore new techniques and develop innovative educational projects.

What is a Mini-Grant?

The Allegheny Conference on Community Development and the Pittsburgh Public Schools announce the establishment of the Mini-Grant program. This program provides a limited number of grants of approximately $500 to individual teachers, on a competitive basis, for special and worthy projects which are of benefit to students.

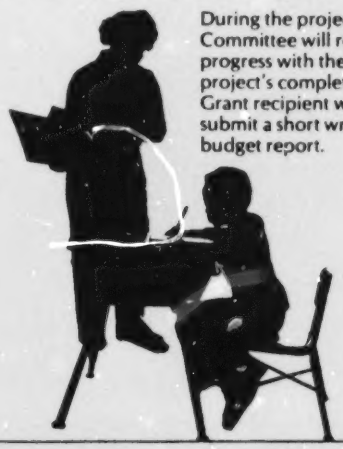
The Mini-Grants are an attempt to encourage teachers to originate and implement innovative educational projects by making funds available to them. The goal of the Mini-Grant program is to improve the quality of learning by supporting projects which show promise of benefiting students.

How Awards are Made

A Mini-Grant Committee, which includes representatives from the educational, business, labor and civic sectors, will review all applications. Each proposal will be evaluated for its: (1) innovative and educational nature (2) realistic goals (3) benefit to students (4) clarity and (5) reasonable budget.

The average amount of each grant will be $500. Mini-Grant applicants may receive funds for materials, equipment and other items necessary to carry out the proposed project. Specialized educational trips will be considered only if they are an integral part of a proposed innovative activity. No money will be allocated for personal honorariums to the applicant.

Evaluation



During the project, the Mini-Grant Committee will review the project's progress with the teacher. Upon the project's completion, each Mini-Grant recipient will be expected to submit a short written evaluation and budget report.

Further details regarding the Mini-Grant program, including Application Deadlines, are included with the Application Form.

This program is made possible through grants from the Buhl Foundation and the Willa Cather Fund of the Pittsburgh Foundation, and is an activity of the Allegheny Conference Education Fund and the Pittsburgh Public Schools.

The Mini-Grant Program.

An activity of the Allegheny Conference Education Fund.

Exciting developments.

- Inner city biology students farm the vacant lot adjacent to their school.
- Sixth, seventh and eighth graders run a student cafe and learn restaurant management, math skills and nutrition in the process.
- Learning disabled students practice spelling on a programmable electric letter board, developed by their teacher.
- First graders learn to look beyond themselves—by visiting, writing and sharing with peers at the Home for Crippled Children.
- High school tutors gain the work-world skills of getting and keeping a job, while helping younger students with math and reading basics.

That's what happens when imaginative teachers compete for small grants to enrich and extend their school curriculum. And that's the Mini-Grant program in a nutshell.

It's a program designed to keep teachers' good ideas from remaining merely good ideas. And it's really working.

A cost effective way to encourage innovative education.

Since the program started in 1979, the Allegheny Conference Education Fund has made awards totalling $40,000—approximately $350 per grant.

That modest expenditure has enabled students to benefit directly from more than 110 innovative programs.

Over a hundred teachers have been rewarded with the opportunity to put their most exciting ideas into practice. Additionally, they've received special recognition from their schools, peers and from the community at large.

Moreover, Mini-Grant activity has drawn community attention to quality education programs within the Pittsburgh Public Schools. A Mini-Grant funded "Litterthon," for instance, won first prize in a clean-up campaign run by the Allegheny County Conservation District. The $300 prize, awarded by the County Commissioners, lets these elementary school students continue and expand their anti-litter program.

And the benefits don't stop there.

The results of Mini-Grant projects often outlive the one-year term of the actual awards. New materials frequently become part of a school's regular curriculum. Other teachers adapt Mini-Grant ideas for use in their own classes. And—most importantly—excitement and innovation have an infectious way of generating even more enthusiasm and ideas. A single grant can influence the learning environment of an entire school.

Here are just a few examples of long-term Mini-Grant benefits:

- A film on auditioning techniques, produced by students at the Creative and Performing Arts Middle School, has become a permanent instruction aid.
- A course on student leadership development has become an annual offering in a high school curriculum.
- A comprehensive assessment instrument developed for severely and profoundly multi-handicapped students is the only such curriculum tool available.
- The student cafe, mentioned above, is continuing with school and local community support.

Mini-Grant Awards. Round One—January 1980.

The following lists of awards indicate the wide range of exciting and innovative projects funded by the Mini-Grant Program for the Pittsburgh Public Schools.

Elementary

"Community Environment Clean-Up"	Thomas A. Baker	Miller
"Good Nutrition is as Easy as ABC"	Penny Kaufmann	Martin Luther King
"Teacher Design: To Increase Productivity With Select Fourth Grade Children"	Margaret MacDonald	Fairywood
"Opening Our Minds To Poetry"	Annie Martin	Minadeo
"Nature's Gardens"	Angela McVeagh	Linden
"Personal Hygiene"	Sylvia Morris	Carmalt
"Theatre for Young Audiences"	Linda Smith	Crescent
"Mural"	Della Whitaker Andrew Baxter	Northview Heights

Middle

"Cafe Milliones"	Cherri Banks	Milliones
"Understanding the Crisis—Energy"	Sara Henderson	McNaugher
"Architectural Heritage"	Carolyn Hess	Reizenstein- Classical Academy
"Motivation through Railroading"	Regis Schilken	Arsenal
"Dental Hygiene"	Lisa Ann Trozzi	Latimer

High School

"Student Filmstrip—Project Pass"	Joyce Clark	Brashear
"Hands On"	John Davis	Westinghouse
"Peer Health Educators"	Dan Easley	Schenley
"Formal Phonics Instruction for Shorthand I"	Anne Egry	Brashear
"Leadership Development Course"	Kenneth Gianella	Westinghouse
"The Written Word: A Festival"	Dorothy Hill	Peabody
"School Elections"	Charles Hirsch	Allderdice
"Optical Illusions"	Catherine Jatkowski James Strother	Schenley
"Visual Humanities"	Bette Metz	South Hills
"Art-Essay Project"	Richard Price	Carrick
"Period Costumes for World Cultures"	Krista Reitz	Brashear
"The Pittsburgh Heritage: Classical & Romantic"	Patricia Tierney Marsha Fidoten Natalie Apple	Allderdice

Special Schools

"Inner City Farming"	Lucille Alston	Letsche

Mini-Grant Awards. Round Two—May 1980.

Elementary

"Peers Tutors—Special Education"	Karen Aka	Clayton
"Self-Improvement Courtesy"	Etta Jean Carroll	Brookline
"Self-Improvement Good Grooming"	Jenice Murray	Miller
"Reasoning Skill Development"	Olive O'Mara	Horace Mann
"Self-Improvement Self-Image"	Rita Roberts	Fairywood
	Margaret MacDonald	
"Core Teaming"	Andrea Weis	Morrow
	Joan Brindle	

Middle

"Music—Practice Makes Perfect"	Ramona Bickl	Latimer
"Auditioning"	Joan Neal	Rogers Creative and
	Cindy Chismire	Performing Arts
	Nancy Lardo	Middle School
"Gymnastics and Dance"	Bea Jonseof	Rogers
"Nutrition"	Rose Marke Klobuchar	Latimer
"Doorways to Favorite Books"	Selma Ryave	Knoxville
"Community Study"	William Schafer	Reizenstein
	Barbara Brindza	
	Bernadine Martin	
	Michael Rothman	
	Ellen Rubinsky	
"E.S.P.—Electric Spelling Practice"	Regis Schilken	Arsenal
"Telephone Communications"	James Stranko	Rogers

High School

"Working Artists at Work"	Beverly Bates	Creative and Performing Arts High School
"Nutrition"	Emma Bionda	Perry
"Women in Non-Traditional Occupations"	Judith Brandt	Brashear
"Biology"	Mary Finley	Carrick
"Community History"	William Foreman	Langley
"Project Pass—A Concrete Approach to Careers"	Patricia Foster	South Hills
	Charles Granigan	
	Rebecca Nedz	
"Sailing Ships and Discovery"	Daniel Hughes	Brashear
"Library Film Loops"	Gloria Johnson	Brashear
"Math Tutoring"	Rebecca Nedz	South Hills
"Library-Speak Out: The Marketplace"	Bertha Roundtree	Gladstone

Special Schools

"Assessment Instrument"	Rosalie Dibert	Pioneer Center
	Patricia Seibel	

Renewals

"Art & Geometry"	Catherine Jatkowski	Schenley
"Model Railroads"	Regis Schilken	Arsenal

Mini-Grant Awards. Round Three—January 1981.

Elementary

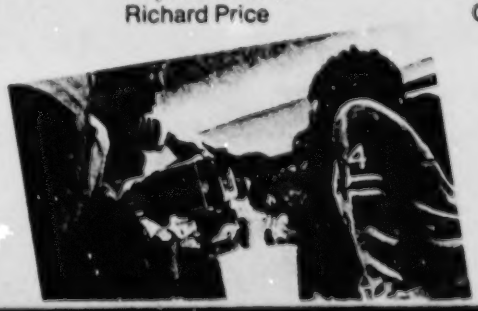
"Earn, Save & Spend"	Patricia Bake Rose Rohaly Sarah Vogel	John Morrow
"Learning Through Cooking"	Faith Baker	Friendship
"Educational Newspaper"	Audrey Brooks Paula Skowron	Lincoln
"Incentive"	Allouise Coffy	Philip Murray
"The Camera as a Teaching Tool"	Evelyn Dansker	Greenfield
"Mini-Folk Festival"	Lea Davidson	Phillips
"Science in a Nutshell"	Martha Dolfi	Arlington
"Togetherness"	Eleanor Dubus	Sunnyside
"Increasing Expressive Writing Skills Through Media Presentations"	William Mackey	East Hills
"Spanish Language Acquisition Through Cooking"	Karen Jane Kelso	Liberty
"Learning—To Go"	Nadine C. Dyga	R.L. Vann
"Nutrition Can Be Fun"	Joanne Melacrinos	Phillips
"Socialization"	Bobbie Rogers	Liberty
"Authors by Long Distance"	Thomas Sanders	Brookline
"Fantastic Friday"	Patricia Severance	East Hills
"Center for Teaching English as a Second Language"	Loretta Sullivan	Colfax
"Fulton on Slides"	Karla Threadgill	Fulton
"Elementary School Newspaper"	Joan Wallace	Carmalt

Middle

"Library Sprint With Newsprint"	Patricia Drogowski	McNaugher
"Reading, Writing & Rocketry"	Thomas McClure	McNaugher
"Pittsburgh's Neighborhoods: One City's Hope for the Future"	George Nowack	Columbus
"Creativity Through Pop Art"	William Perry	Banksville
"Know Your Newspaper"	Carol Senft	Knoxville
"French & Indian War Presentation"	Norman Stock	Gladstone

High School

"Juniors for Academic Achievement"	Marilyn Caldwell Lilian C. Robinson	South Hills
"International Foods & Culture"	Joseph Fabus	Educational-Medical School
"Recording Techniques in Composition"	John Garrick	Creative and Performing Arts High School
"Newspapers in Math Education"	Mary Ellen Hamrock	Brashear
"WJAB Review"	John Masilunas	Brashear
"Computer Literacy"	George Miller John Waclawski	Schenley
"Que Pasa, Amigo?"	Phyllis Mottsman	Brashear
"Drama Workshop"	Richard Price	Carrick



Mini-Grant Awards. Round Four-March 1981.

Elementary

"Discovering Math in Macrame"	Etta Jean Carroll	Brookline
"Core Teaching"	Joan Brindl	Morrow
	Andrea Wise	
"Black History"	Drenda Gostkowski	Mann
"Bookbinding"	Judy Mizik	Sheraden
"Books on Tape"	Eleanor Dubus	Sunnyside/Liberty
"Food, Fun & Fitness"	Martha King	McCleary
"Good Nutrition Through Practice"	Sylvia Wilson	Spring Hill
"Language Skills in Life Situations"	Melanie Suznevich	Linden
	Toni Zolkoski	
"Parent Visit & Information Package"	Sylvia Kunst	Carmalt
"Food for Thought"	Susan Fadzen	Morrow
	Shirley Fullerton	
	Dolores Michaels	
"Organic Gardening"	Sylvia Butler	Burgwin
"A Reflection: Artist Sharing"	Karen Howard	Madison

Middle

"Growing Through Gaming"	Shirley Lewis	Milliones
	Richard Delgrosso	
	June Baer	
"Art & Motion"	William Perry	Banksville
"The Rainbow Connection"	Cherri Banks	Milliones
"Learning Together"	Sue Ann Sebastian	Milliones
"Aerospace Club"	Shirley Ann York	Prospect
"Getting to Know You"	Cassandra Cosentino	Frick

High Schools

"Minorities in Math"	Catherine Jatkowski	Schenley
"Math Resource Center"	Richard Wertheimer	Brashear
	William Hadley	
"Computers & Achievement"	Robert Weet	South
"Chemistry Achievement"	Dolores Kubiak	Allderdice
"Biology Club"	Diane Walters	Peabody
"Solar Window Boxes"	John Wilson	Schenley
"Writing Lab"	Bernard Gmys	South
"Literary Magazine"	Cheryl Parshall	Allegheny
"The Changing City"	Natalie Apple	Allderdice
	Marsha Fidoten	
	Patricia Tierney	
"Twice Sold Tales"	John Davis	Westinghouse
	Robert Lard	
"German Television Shows"	Bernadette Gillotti	Brashear
"Digital Clocks"	Robin Shoop	Oliver
"A Student's View of Community Services"	Robert Easley	Schenley

Special Schools

"Accent on Adaptability"	Lynn Bullions	Conroy
"Movement Awareness"	Nancy Radolec	Conroy

Mini-Grant Review Committee.

Members

Mr. David Bergholz
(Committee Chairman)
Assistant Executive Director
Allegheny Conference on
Community Development

Mr. John Allison
Assistant Vice President
Public Relations
Bell Telephone Company

Mrs. Alice Carter
Education Director
Urban League of Pittsburgh

Albert Fondy
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Affairs
Westinghouse Electric
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Mr. William Stewart
Vice President
Corporate Communications
Dravo Corporation

Dr. Richard Wallace
Superintendent
Pittsburgh Public Schools

Staff

Mrs. Jane C. Burger
(Program Coordinator)
Allegheny Conference on
Community Development

How to find out more.

For more information about
the Mini-Grant program, contact:

Allegheny Conference on
Community Development
One Oliver Plaza
Pittsburgh, PA 15222
(412) 281-1890

The Mini-Grant program is an activity of the Allegheny Conference Education Fund with the Pittsburgh Public Schools. It is made possible through grants from the Buhl Foundation and the Willa Cather Fund of the Pittsburgh Foundation.

REPORTER

VOLUME IV, No. 14 — SPECIAL ISSUE

MINI-GRANT ISSUE

On May 13, 1981, six fifth grade students at Brookline, with the help of librarian Thomas R. Sanders and other staff members, placed a conference call to Donald Sobol, author of the Encyclopedia Brown mystery books. Each student read at least ten of the fifteen books in the series and met weekly with Sanders to discuss their reading. A list of questions about the characters was drawn up by the students and the author answered them from Miami.

This "first" for the Pittsburgh Public Schools was made possible through the 1980-81 Mini-Grant program sponsored by the Allegheny Conference on Community Development Education Fund, with grants from the Buhl Foundation and the Willa Cather Fund of the Pittsburgh Foundation.

Round 5 Mini-Grant recipients for 1981-82 were recently announced. "Many of the projects were from teachers who had never applied before," said Allegheny Conference program coordinator Jane Burger, "We were pleased to know that new teachers are interested in the program."

Following is a list of the 34 projects chosen.

Elementary Schools

All About Me - Marcia Cunningham - McKelvy

An Introduction to Orienteering - Margaret Lindquist - Beltzhoover

Around the World in 80 Meals - Tom Baker - Miller

Beechwood School Visitation Project - Jacqueline Plake - Beechwood

City Meets the Suburb - Gayle Forsythe Mann

Colfax School is Someplace Special Booklet - Loretta R. Sullivan - Colfax

Discovering Math & Art in Macrame - Etta Jean Carroll - Fairywood

Fairywood Drama Club - Margaret MacDonald - Fairywood

Greening of Hazelwood - Sylvia Butler Burgwin

Individualized Reading Using Peer-Tutoring - Melinda DeRocco (C. Hick and K. Kelso) - Liberty

Long-Range Audio & Visual Communications between Chatham & Northview - Francis Schlosser - Chatham

Making Birds Our Friends - Edna Zamos Schaeffer

Motivating Recreational Reading - Ruth Winer - East Hills

Newspaper Club - Barbara Peterson - East Hills

Operation Success - Marian Fast - East Hills

Roomnastics - Joseph Kennedy - Greenfield

School Newspaper/Newsletter - Nancy Kuhn (Marianne Kaib) - Lemington

The Reward Plan - Lyn Engelhardt - Philip Murray

REPORTER is a publication of the Division of Information Services for employees of the Pittsburgh Public Schools. Contributions and comments are welcome. Call Lynne Brandt -- 622-3575 or Pat Crawford - 622-3615.

Middle Schools

Art Partnering - William Perry - Banksville
CRD Slide-Tape Program - Judy Kline - Greenway
Greenway Middle School - Richard Mascari - Greenway
Motivating Children to READ - Jayne Becker - Knoxville
Pittsburgh Someplace Special - Jay Angel (J. Goldfeder, S. Kunst, V. Neal, B. Richards) - Reizenstein
The *Star/School Newspaper - Donnafrancine Tisdale - Rogers
Using the Newspaper in the Classroom - Jack Doyle - Knoxville

High Schools

Electric Guitar Technology - Richard Gibson - CAPA High
Ethnic Variety Flavors Education in Pittsburgh Public Schools - Neretta Troxell - Brashear
Mini-Seminar in Pulitzer Poets - Robert Berkebile - Schenley
Newspaper in Education - Mary Ellen Hamrock - Brashear
Photomicrography - Dianne Walters - Peabody
Practice Materials for Learning Disabled - Theresa Lach - Langley
STEPS (Stairway Techniques Established Purposely for Students) - Peter Porro - Perry
Training the Eye - Anthony Sgattoni - Schenley
Up, Up and Away - Patrick Devine - Langley

The addition of the 34 Round 5 winners brings the total number of grants awarded since January 1980 to 153. Applications are reviewed by the Mini-Grant committee to determine whether objectives and budgets are realistic and sufficiently detailed; that evaluation methods are suited to the project's nature; and that the project shows promise of benefitting the students in the target school or in the system as a whole.

The purpose of the Mini-Grant program is to encourage individual teachers to originate and implement innovative educational projects which will improve the quality of learning. Projects may also encourage school/community cooperation by calling for a joint effort.

"We're delighted that the Allegheny Conference and the foundations continue to support this exciting program," said Superintendent Richard Wallace, "and the long and varied list of projects is a tribute to the creativity and enthusiasm of our professional staff."

Members of the Mini-Grant Review Committee are: David Bergholz - Allegheny Conference; John Allison - Bell Telephone; Alice Carter - Urban League; Albert Fondy - PFT; Harold E. Oyer - Allegheny Intermediate Unit; James Simms - Mayor's Office; Cecile Springer - Westinghouse Electric; William Stewart - Dravo; and Richard Wallace - Pittsburgh Schools.

REPORTER is printed and distributed by students at the Conroy Sheltered Workshop.

Confidential to 'Three Winners': Patience is a virtue!

PRESS RELEASE

Allegheny Conference on Community Development

One Oliver Plaza • Pittsburgh, Pennsylvania 15222

Telephone (412) 281-1890

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Jerry McAfee
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January 15, 1982

PRESS RELEASE

Contact: Jane Burger
Allegheny Conference on Community Development
One Oliver Plaza; Suite 3018
Pittsburgh, PA 15222

For Release: IMMEDIATELY

ALLEGHENY CONFERENCE ON COMMUNITY DEVELOPMENT EDUCATION FUND AWARDS OVER $8,800 IN MINI-GRANTS TO 34 TEACHER/PROJECT COORDINATORS IN THE PITTSBURGH PUBLIC SCHOOL SYSTEM. This fifth round of awards was made possible by grants from the Benedum and Westinghouse Electric Foundations, the Willa Cather Fund of the Pittsburgh Foundation, and the Henry C. Frick Educational Commission. To date, the Allegheny Conference has awarded 145 grants to over 185 teachers in the Pittsburgh Public Schools. The grants range from as low as $36 to a high of $1,000. Projects have taken place in approximately 60 schools.

A Mini-Grant Review Committee composed of education, business and civic leaders from the Pittsburgh community makes awards on a competitive basis. The Review Committee reviews each application and evaluates the proposal for its: 1) innovative and educational nature; 2) realistic goals; 3) benefit to students; 4) clarity and 5) reasonable budget.

The Mini-Grant Program has been in operation for two years. The total amount awarded is approximately $50,000. The Mini-Grant Program was designed to recognize quality teaching, reward creativity and merit, encourage school/community cooperation and to publicly highlight the positive aspects of the Pittsburgh Public Schools.

The Allegheny Conference is a privately funded civic agency, representing top corporate leadership. In addition to supporting public education, the Conference is involved in downtown development, health-care planning, community development and human development.

(A summary of new grants is enclosed.)

MINI-GRANT WINNERS

ROUND 5

Elementary Schools:

Name	School	Title
Baker, Thomas	Miller	Around the World in 80 Meals
Cunningham, Marcia	McKelvy	All About Me
Winer, Ruth	East Hills	Motivating Recreational Reading
DeRocco, Melinda (C. Hicks & K. Kelso)	Liberty	Individualized Reading Using Peer-Tutoring
Peterson, Barbara	East Hills	Newspaper Club
Sullivan, Loretta R.	Colfax	Colfax School is Someplace Special Booklet
Kuhn, Nancy (Marianne Kaib)	Lemington	School Newspaper/Newsletter
Carroll, Etta Jean	Fairywood	Discovering Math & Art in Macrame
Butler, Sylvia	Burgwin	Greening of Hazelwood
Schlosser, Francis	Chatham	Long Range Audio & Visual Communications between Chatham & Northview
Zamos, Edna	Schaeffer Trad Acad	Making Birds Our Friends
Lindquist, Margaret	Beltzhoover	An Introduction to Orienteering
Kennedy, Joseph	Greenfield	Rocmnastics
Engelhardt, Lyn	Philip Murray	The Reward Plan
Fast, Marian	Fast Hills	Operation Success
Plake, Jacqueline	Beechwood	Beechwood School Visitation Project
Forsythe, Gayle	Mann	City Meets The Suburb
MacDonald, Margaret	Fairywood	Fairywood Drama Club

Middle Schools:

Becker, Jayne	Knoxville	Motivating Children To READ
Perry, William	Banksville Scholars	Art Partnering
Tisdale, Donnafrancine	Rogers CAPA	The*Star/School Newspaper
Doyle, Jack	Knoxville	Using the Newspaper in the Classroom
Mascari, Richard	Greenway	Greenway Middle School
Angel, Jay (Goldfeder, J. Kunst, S. Neal, V. Richards, B.)	Reizenstein	Pittsburgh Someplace Special
Kline, Judy	Greenway	CRD Slide-Tape Program

High Schools:

Berkebile, Robert	Schenley	Mini-Seminar in Pulitizer Poets
Devine, Patrick	Langley	Up, Up and Away
Walters, Dianne	Peabody	Photomicrography
Hamrock, Mary Ellen	Brashear	Newspaper in Education
Gibson, Richard	CAPA	Electric Guitar Technology
Porro, Peter	Perry Trad Acad	STEPS (Stairway Techniques Established Purposely for Students)
Troxell, Neretta	Brashear	Ethnic Variety Flavors Educ in PPS
Sgattoni, Anthony	Schenley	Training the Eye
Lach, Theresa	Langley	Practice Materials for Learning Disabled

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

March 10, 1982

TO: Pittsburgh Public School Principals

FROM: Jane C. Burger, Program Coordinator

RE: Mini-Grant Award Recipients

The Mini-Grant Review Committee announces awards of 34 new Mini-Grant projects in the Pittsburgh Public Schools. A list of winners and their schools is enclosed. These projects are to begin immediately and conclude by March 31, 1983.

The next review period will be in the Fall of 1982. Please alert your teachers to this opportunity.

A couple of comments about the applications for this round: Many of the projects were from teachers who had never applied before. We were pleased to see this and to know that new teachers are interested in the program. Most of the applications were "on target", also indicating an understanding of the goals of the Mini-Grant program.

I am anxious to come to your school and speak about the application procedures to any interested teachers. Please call and let me know if this would be helpful. The current cycle, (with the February deadline), will be the last one for this school year.

Attachment

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

March 10, 1982

TO: Pittsburgh Public School Board Members

FROM: Jane C. Burger, Program Coordinator

SUBJECT: Mini-Grant Award Recipients

I am pleased to report that the Mini-Grant Committee recently reviewed 56 applications for Pittsburgh Public School teachers and announces the approval of 34 grants. Enclosed is a list of the approved projects and schools.

To date, we have awarded 119 grants to over 140 teachers. The total amount awarded is $38,800+. They range from $36 to a high of $1,000. Projects are in approximately 30 schools. Round One and Two grants are now complete and Rounds Three, Four and Five are underway.

The next grant review cycle will be in the Fall of 1982.

We have been extremely pleased and impressed with the caliber of the applications and the creativeness and ingenuity of the teachers. It has been my pleasure to work with this program. If you have questions or comments, please call me at 281-1890.

Enclosure

INITIAL LETTER - GUIDELINES AND APPLICATION FORM

To: Pittsburgh Public School Teachers

From: Mini-Grant Committee

Re: Mini-Grant Applications for 1981
Fall Deadline: November 19, 1981

Mini-Grant Applications for 1981
Winter Deadline: February 11, 1982

Thank you for your interest in the Mini-Grant program. The information that you will include in the attached application form will provide the Mini-Grant Committee* with the data it needs to make a judgment regarding the possible funding of your project.

Please note that on the front page of the application form there is a signature required from your building principal or supervisor. This signature ensures that appropriate administrative personnel are aware of your submission of the grant application.

Applications will be reviewed on a competitive basis and a limited number of grants will be made. The deadline for the submission of this grant application is November 19, 1981. The winners for this round of Mini-Grants will be announced in December 1981. Each project selected will be funded to begin in January 1982. Grants must be expended within one year of the date of their award. The committee will review each application using the following criteria:

a. Is the statement of the proposed project clear?
b. Are the objectives clearly stated? Are they realistic and worthwhile?
c. Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, a tentative schedule, and completion date specified?
d. Are the plans for evaluating the project suited to the nature of the project?
e. Is the budget request reasonable and sufficiently detailed?
f. Is the proposed budget innovative? Is this a new project (as opposed to similar projects in progress)?
g. Does the project have promise of benefiting students in the school in which it is being conducted or the Pittsburgh Public School system as a whole?

Based on their review, the Mini-Grant Committee will take one of three actions: (1) approve an application for funding, (2) return the application with suggestions for resubmitting, or (3) disapprove the application.

The implementation of the Mini-Grant program is made possible by grants from the Benedum Foundation, the Westinghouse Electric Corporation and the Willa Cather Fund of the Pittsburgh Foundation.

*The Mini-Grant Committee includes: David Bergholz, Allegheny Conference; Alice Carter, Urban League; Albert Fondy, Pittsburgh Federation of Teachers; Dr. Jerry C. Olson, Pittsburgh Public Schools; Dr. Harold E. Oyer, Allegheny Intermediate Unit; Cecile Springer, Westinghouse Electric Corporation; William Stewart, Dravo Corporation; Dr. David J. Wynne, former president of Goodwill Industries.

MINI-GRANT APPLICATION FORM

Date_____

_____
Applicant's Name

_____
Home Address

_____ _____
Home Phone School Phone

_____
Position Building

_____ _____
Project Title Budget Request

One Paragraph Summary Description:

_____ _____
Signature of Building Principal (or Supervisor) Applicant's Signature

Forward proposal to: Mrs. Jane Burger, Program Coordinator
Allegheny Conference on Community Development
3018 One Oliver Plaza
Pittsburgh, PA 15222

If you have questions or need assistance, call Mrs. Burger at 281-1890.

Applicant's Name _____

Date _____

1. What is the main problem this project addresses? Why do you think there is a special need for this project?

2. Describe your project. (Include materials you will need and methods you'll use)

Applicant's Name_____

Date_____

3. Give a time schedule of events.

4. Approximately how many pupils will be affected by this project? Explain your number.

5. How will you determine whether your objectives have been achieved and whether your project is successful?

Applicant's Name _____

Date _____

6. Detail your Budget Request. Include specific information such as kinds of materials and equipment needed, sources of supply and costs. Categories to be used could be items such as: materials, equipment, transportation, honorariums, food, etc.

	ITEM	SUPPLIER	BUDGET AMOUNT
EXAMPLE	six (6) "Learning to Read Books"	ABC Supply Co.	$ 33.00

Sample letter - Application Received

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

Thank you for applying for a Mini-Grant. Your application has been received and will be referred to the Review Committee. Mini-Grants will be reviewed on a competitive basis and a limited number awarded. The Committee will meet in February and awards will be announced in March.

If there are any questions regarding your application, I will be in touch with you. We appreciate your interest in the Mini-Grant Program and if I can be of assistance, please call me at 281-1890.

Sincerely,

(Mrs.)Jane Burger
Program Coordinator

Sample letter - Missed Deadline

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

I am sorry that the Mini-Grant Committee is unable to review your application entitled "_____". Your application was postmarked February 23, 1982, after the February 19, 1982, deadline. The Committee felt that, because others were turned away after the deadline, it is not appropriate to review yours as an exception.

However, it is possible to review the application at the next meeting in early Fall of 1982. The exact deadline dates will be announced in September. Please let me know if you would like me to hold the application for that time.

Thank you for your application and your interest in the Mini-Grant Program.

Sincerely yours,

(Mrs.)Jane C. Burger
Program Coordinator

Sample letter - Application Denied

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

The Mini-Grant Committee reviewed with interest your grant request for the project entitled: "_____". However, I regret that we are unable to fund your proposal at this time. The Committee had great difficulty in making its selections among so many worthy candidates. There were 56 applications in this review cycle, and of these 34 were selected for full or partial funding. A list of projects is enclosed.

In general, the types of projects which could not be funded were projects where trips were the primary focus, where the project called only for purchase of commercially available materials to augment an existing program, or where there were numerous similar requests for costly equipment. Sometimes the Committee felt that the project was worthy and important, but should be part of the school's responsibility to support--rather than being funded as a new innovation for the school through the Mini-Grant program.

If you have questions or comments about this, or wish to resubmit at a later date, please contact Jane Burger at 281-1890 to discuss your application. She would be happy to help. The Committee has referred all non-funded projects to the School District in the hopes that they may choose to implement these ideas in the future.

We sincerely appreciate your interest in making application. The high quality of the response was encouraging. It is obvious that there are many excellent and imaginative teachers in the Pittsburgh Public Schools.

Sincerely,

David Bergholz, Chairman
Mini-Grant Committee

Enclosure

Sample letter - Application Accepted

Allegheny Conference on Community Development

One Oliver Plaza • Pittsburgh, Pa. 15222

Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

On behalf of the Mini-Grant Committee of the Allegheny Conference Education Fund, I am pleased to announce your selection as a Mini-Grant recipient for 1982.

Congratulations upon receiving this award. Your project was selected from 56 applications for this grant period. A list of awards is enclosed. These grants are made possible by funds from the Benedum Foundation, the Willa Cather Fund of the Pittsburgh Foundation and the Westinghouse Electric Corporation.

Your project can begin immediately and must conclude by March 31, 1983. As a grant requirement, you are to furnish a final report, evaluation and itemized financial accounting at the conclusion of the project. Should there be any unspent funds, a refund is to be made at the time the final report is submitted. Visits by the Committee and staff will be made to your project during the year.

Your project was funded for $200.

Please contact Jane Burger, Program Coordinator, to discuss your project budget, Committee recommendations and your timetable, as well as to set up a schedule for payment. Her number is 281-1890.

If you agree with these provisions, please sign and return the enclosed copy to: Jane Burger, Allegheny Conference on Community Development, One Oliver Plaza, Pittsburgh, PA 15222.

Sincerely yours,

David Bergholz, Chairman
Mini-Grant Committee

Enclosure (copy)

cc: Robert Galligan
Pittsburgh Public Schools-Personnel Department

Please sign copy and return.

Sample letter - Check Enclosed

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

Enclosed is your check for $200 for your Mini-Grant Award. Also, enclosed is a record-keeping form to help you maintain detailed and accurate records of all expenses. You must have receipts for all expenses.

Please use a checking account for these funds, using either your present personal checking account or opening a separate Mini-Grant checking account.

Please be advised that we ask that you submit an interim written report on the progress of your project. This report should be sent mid-way through the project.

We also ask that you purchase slide film to take photos for slides of your project. At the close of your project, please send a final written report and expense statement, enclosing a couple of the slides for our use.

Good luck! I look forward to seeing your project. Please call if you have any questions, and let me know of a convenient time to visit your project.

Sincerely,

(Mrs.)Jane Burger
Program Coordinator

Enclosures

School Name _____

Project Title _____ Grant Amount $ _____

Allegheny Conference on Community Development

COMMUNITY COMMUNICATIONS GRANTS EXPENSE FORM

Date	Expense	Amount Charge to		
		Personnel	Materials	Other
	Total			

Total Grant _____ Submitted by: _____

Total Expenses _____ Date: _____

Difference _____ Approved by: _____

Explanation of Difference:

Sample letter - Request for Progress Report

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

During the month of July, I will be writing a final report on all Mini-Grant projects to be submitted to the Benedum Foundation, the Willa Cather Fund of the Pittsburgh Foundation and the Westinghouse Electric Corporation and the Mini-Grant Review Committee.

In order to facilitate the writing of this report, we need a brief progress statement from each Mini-Grant recipient. Please feel free to comment on any successes and/or difficulties you are experiencing with your project. If you have finished your project, please send in a final written report and the financial information.

I look forward to hearing from you within the next week. Please call if you have any questions.

Sincerely,

Jane Burger
Program Coordinator

Sample letter - Final Report Due

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

Your project should be nearing completion and it is at this time that I would like to remind you to send a final written report and itemized expense statement. The written report need not be long, but should include the following information: a brief description of the project and objectives; the number of students, teachers and others involved; a statement of project results and a short evaluation of the project and the Mini-Grant process. We encourage your suggestions and recommendations.

If you have any money remaining in your original grant, please close your account and write a check payable to the Allegheny Conference on Community Development for the balance. This check should be sent with the expense statement.

Finally, please include any slides and photographs of your project with these reports.

Good luck in finishing your project!

Sincerely,

Jane Burger
Program Coordinator

Sample letter - Thanks for Final Report

Allegheny Conference on Community Development
One Oliver Plaza • Pittsburgh, Pa. 15222
Telephone (412) 281-1890

DATE

NAME
ADDRESS
CITY, STATE, ZIP

Dear :

Thank you for your final report and financial accounting for your 1982 Mini-Grant project. Your program was certainly an outstanding one and obviously had an impact upon the students who participated. Your report was very interesting and the findings well documented. The slides and photographs looked as if the pupils enjoyed the program.

Thank you for applying and for managing the grant so creatively and competently.

Sincerely,

(Mrs.) Jane Burger
Program Coordinator

MINI-GRANT APPLICATIONS

MARCH 1982

ELEMENTARY SCHOOLS

Language Arts

E-1 SUSAN I. DAVIS
A. Leo Weil Elementary School
"A.R.I. - Adventure for Reading Improvement" ($770)

Mrs. Davis would like to take 78 first graders on three field trips, all related to the first grade curriculum. She stresses that many of the children at the school have never been to the zoo or the aviary, and have never seen animals other than on television. The project is to go to Storybook Forest, the Aviary, and the Zoo. The cost is all bus transportation. Mrs. Davis stresses that the first grade is not allocated any funds for trips.

E-2 EVELYN B. DANSKER
Greenfield Elementary School
"Camera As A Teaching Tool" ($100)

Ms. Dansker received a grant to use cameras in her classroom and is requesting an extension of the project through June, 1982. She would like $100 to purchase film, flash and developing, so that her Kindergarten class this year can have the benefits of two semesters' work. She is extending the use of photos for self-image building to the math area, as well as the language arts.

E-3 DANIEL M. VAYDA
Roosevelt Elementary School
"Cinematography" ($430)

This third grade teacher wants his pupils to participate in writing, directing and filming a motion picture. The pupils will select a topic of interest and compose a screen play in which all the students will function as actors, film crew and prop builders. Mr. Vayda details the project and the method of organization. He feels that, because students spend so much time at the movies and watching television, this will be an effective teaching tool. Thirty pupils in third grade will be directly involved. Other pupils in the school may serve as extras and the audience. The budget is to purchase a Super 8 camera ($300), $90 for film and various other materials. At my suggestion, Mr. Vayda checked with the Instructional Media Center. He found that they have only a 10-year model camera available for loan.

Sample Agenda

MINI-GRANT COMMITTEE MEETING AGENDA

ROUND #6
February 24, 1982
3:00 P.M.

1) Review of Rounds 1-5

2) Round 6:

a. total # grants -
Elementary
Middle
High
Special

b. new applicants -
Elementary
Middle
High
Special

c. trends -
1. small computer/games
2. Occupational/Vocational Training
3. fairs

3) Funds:

Source	Total	Awarded Rd. #5	Remaining Rd. #6
Benedum Foundation	$15,000	$7,632	$6,368
Westinghouse	2,000	1,000	1,000
Frick Educ. Comm.	245	245	0
			$8,368

4) Discussion of Round #6 applications

A. Of the 14 schools that have never applied, we received applications from four. They are:

1) Holmes - Betty Black
"Harrisburg/Gettysburg Trip"
2) Roosevelt - Daniel M. Vayda
"Cinematography"
3) Spring Garden - M. Jean Binder & Marilyn Elko
"New Ways To Enjoy Music"
4) Whittier - Margaret E. Watters
"Improved Eating and Health Habits"

Still remaining are:

1) Boggs
2) Bon Air
3) Chartiers
4) Concord
5) Fort Pitt
6) Grandview
7) Manchester
8) Mifflin
9) Overbrook
10) Woolslair

B. Schools that have applied but never won are:

1) *Regent Square - 2
2) *Stevens - 1
3) *Weil - 1
4) Dilworth - 1
5) Belmar - 3
6) Homewood - 1
7) *Stevens - 1
8) Westwood - 1

C. Schools with only one winner:

1) *Allegheny - apps. 3/won 1
2) *Clayton - apps. 3/won 1
3) Ed-Med - apps. 3/won 1
4) Friendship - apps. 3/won 1
5) M. L. King - apps. 3/won 1
6) Lemington - apps. 3/won 1
7) Minadeo - apps. 3/won 1
8) Oliver - apps. 4/won 1
9) Prospect - apps. 3/won 1
10) *Sterrett - apps. 3/won 1

APPLICATIONS AND GRANTS ROUNDS 1, 2, 3, 4, 5, AND 6 BY SCHOOL

School	Round 1		Round 2		Round 3		Round 4		Round 5		Round 6	
	Apps. 1980	Won 1980	Apps. 1980	Won 1980	Apps. 1981	Won 1981	Apps. 1981	Won 1981	Apps. 1982	Won 1982	Apps. 1982	Won 1982
ELEMENTARY												
Arlington	-	-	1	-	1	1	-	-	-	-	-	-
Beechwood	-	-	-	-	1	-	-	-	1	1	-	-
Belmar	-	-	-	-	2	-	1	-	-	-	-	-
Beltzhoover	-	-	-	-		-	-	-	1	1	1	
Boggs	-	-	-	-	-	-	-	-	-	-	-	-
Bon Air	-	-	-	-	-	-	-	-	-	-	-	-
Brookline	-	-	-	-	1	1	1	1	-	-	1	
Burgwin	-	-	-	-	-	-	1	1	1	1	-	-
Carmalt	2	1	1	-	1	1	1	1	-	-	-	-
Chartiers	-	-	-	-	-	-	-	-	-	-	-	-
Chatham	-	-	-	-	-	-	-	-	1	1	-	-
Clayton	-	-	1	1	-	-	1	-	1	-	2	
Colfax	1	-	-	-	2	1	1	-	1	1	-	-
Concord	-	-	-	-	-	-	-	-	-	-	-	-
Crescent	1	1	-	-	1	-	-	-	-	-	-	-
Dilworth	-	-	-	-	-	-	1*	-	-	-	-	-
East Hills	1	-	-	-	4	2	-	-	5	3	1	
Fairywood	1	1	1	1	-	-	-	-	2	2	-	-
Fort Pitt	-	-	-	-	-	-	-	-	-	-	-	-
Friendship	1	-	1	-	1	1	-	-	-	-	-	-
Fulton	-	-	-	-	1	1	1*	-	-	-	-	-
Grandview	-	-	-	-	-	-	-	-	-	-	-	-
Greenfield	1	-	-	-	2	1	-	-	1	1	2	
Homewood	1	-	-	-	-	-	-	-	-	-	-	-
Holmes	-	-	-	-	-	-	-	-	-	-	1	
Total 39	9	3	5	2	17	9	8	3	14	11	8	

Invitation Memo

Allegheny Conference on Community Development

One Oliver Plaza • Pittsburgh, Pa. 15222

Telephone (412) 281-1890

March 10, 1982

MEMORANDUM

TO: Mini-Grant Review Committee

FROM: Jane C. Burger, Program Coordinator

RE: Art Exhibit

Bill Perry, a three time Mini-Grant award winner and art teacher at the Banksville Middle Scholars Center, has invited the Committee to an Art and Poetry Forum on March 23, 1982. Enclosed is his invitation to us. I will be visiting during the week of March 29th. Please feel free to contact me if you would like a ride out.

Thank you for a good meeting. Be aware that we do not release information on grant amounts when we publicize the program.

Thank you very much for your help!